



USAID | AFGHANISTAN

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Solicitations open to: Afghan Nationals Only
Position Title: Development Assistance Specialist (Budget)
Type of vacancy: Multiple
Opening date: July 03, 2017
Closing date: July 16, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Vacancy announcement #: USAID/306/17/39/ODG

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as a **Development Assistance Specialist (Budget)** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Development Assistance Specialist (Budget) serves as member of the Program Support Team (PST), within the Office of Democracy and Governance (ODG) and works under direct supervision of Program Support Team lead. This position focuses on overall financial and budget management at ODG.

The incumbent is responsible for analyzing, managing and evaluating multi-million dollar ODG budgets, reports, financial plans, mortgages, pipelines, and other items that support USAID/Afghanistan initiatives promoting democracy and governance that are politically viable, cost effective, and respond effectively to areas of greatest need and potential. The incumbent serves as the primary financial and budget management specialist, and may serve as a program/activity manager or Agreement/Contracting Officer Representative (A/COR) as necessary. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services to support effective budget management.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Budget Management:

The incumbent independently plans and tracks execution of the office budget, as well as coordinates with and supports A/CORs and/or activity managers in making sufficient funding allocations and timely and adequate obligation of funds to the respective activities in accordance with the Agency's forward funding regulations. Concomitantly, on a routine basis, without solicitation, s/he provides regular and comprehensive analysis of the Democracy and Governance (DG) budget to the Office Director. This analysis should include emerging trends and potential problems in regard to the DG budget as well as a list of budgetary and program implications. Using independent judgment based on his/her analyses, the incumbent draws up conclusions and recommendations with regard to budgetary issues.

The incumbent is responsible for the construction and maintenance (up-to-date and accurate) of a large, multi-faceted financial database, development and maintenance of the office procurement

plan, pipeline analysis, and clearance of all contract modifications initiated by the DG office. The incumbent will also assist DG staff with the completion of Global Acquisition and Assistance System (GLAAS) actions. Further, the incumbent works closely with the budget specialists in the Office of Program & Project Development (OPPD) to ensure that all Congressional Notifications and Advice of Budget Allowance (ABAs) are submitted on time and accurately.

The incumbent also assumes primary responsibility for responding to performance and financial audits of USAID/Afghanistan DG development activities. The incumbent provides financial and budget assistance to the development and management of the ODG programs, supports the program information system, prepares necessary program implementation documents, and assists the technical staff at the mission in various budget and financial planning, implementation, and reporting functions.

The incumbent is responsible for monitoring financial aspects of all ODG projects and is expected to liaise with technical teams as well as the Office of Financial Management (OFM), Office of Program and Project Development (OPPD), and Office of Acquisition and Assistance (OAA) to ensure adequate funds are available to support programming and used appropriately. The incumbent provides technical guidance on USAID procedures and accounting control requirements to the technical teams and implementing partners regularly. They also maintain financial records, reports, and work closely with ODG leadership to making strategic budget decisions.

The incumbent participates in the Mission Portfolio Review as well as participate in activity implementation review sessions, team meetings and other portfolio activities as determined appropriate providing financial input as needed; and work as part of the ODG Program Support Team to advance DG program activities in Afghanistan. The incumbent also serves as focal point for all procurement requests and GLAAS requisitions for modification from the technical teams; and works with the team members to address any adverse pipeline issues.

B. Program management and Activity Design Support:

The incumbent, in coordination with the A/COR, oversees and evaluates contractor/grantee performance, project cost and progress, method of acceptability of project reporting, timeliness in meeting commitments, scheduled completion date and other relevant financial and management objectives. The incumbent regularly obtains and provides detailed project information. S/he drafts and processes a variety of project or procurement documents such as action memoranda, scopes of work, official correspondence, etc. Such documents require a specialized knowledge of the project(s) but are prepared in accordance with established guidelines or precedents.

The incumbent coordinates ODG budget planning activities with other offices within USAID/Afghanistan, as well as other donors and Non-governmental Organizations (NGOs) working in the area to avoid duplication of efforts and ensure maximum impact of the projects. The incumbent assists in the development of Mission reports and data gathering; takes part in analyzing and evaluating many of the proposals and other submissions that come to ODG; and coordinates meetings and visits with counterparts and other donors. The incumbent will manage democracy assistance activities in one or more of the following areas: Civil Society and Media, Good Governance and Stabilization, Elections and Political Processes and Rule of Law and Anti-Corruption. The incumbent serves as Activity Manager on behalf of the A/COR for selected USAID's ODG projects in Afghanistan and assist with the development and management of all ODG programs, including financial, technical, and results reporting on baseline and periodic performance targets.

The incumbent coordinates with ODG A/CORs in reviewing activities for compliance with U.S. laws, USAID program budgeting regulations and policies, and bilateral international agreements between the U.S. government and the Government of the Islamic Republic of Afghanistan (GIROA); analyze and report on those aspects of democracy assistance activities at the sub-national level relating to democracy and good governance. Using published and unpublished sources, and where necessary, conducting research of a qualitative and/or quantitative nature, assess the impact of new developments, budget implications and interventions regarding democracy assistance in assigned areas. The incumbent assist with the preparation of program

reports such as the Operational Plan (OP), Performance Plan and Report (PPR), Performance Management Plan (PMP) indicators on a quarterly or as needed basis. Appraise program performance by comparing actual levels of achievement or progress against program targets.

C. Support for Performance Management

The USAID Development Assistance Specialist (Budget) provides management support for portfolio reviews. This helps to reduce the time the Development Objective (DO) teams spend on portfolio review preparation by ensuring that all DO teams have their respective budget data, know the format requirements, and have examples of well-documented portfolio reviews to work from. The Development Assistance Specialist (Budget) also assists the assigned officers in scheduling reviews, collecting issues post-review and providing teams with feedback in a timely fashion.

REQUIRED QUALIFICATIONS:

Education: A Bachelor's degree in management, business administration, public administration, accounting, financial management, economics or closely related discipline is required. (Education requirement must be met at the time of application for the subject position).

Experience: Incumbent must have a minimum of three years' work experience in areas which demonstrate increasing responsibility for analyzing and evaluating program budget issues, significant analytical and monitoring aspects of a project financial management efforts with governmental, non-governmental, an international firm or donor agency is required. (Work experience requirement must be met at the time of application for the subject position).

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking reading of Dari or Pashto languages. (English language ability will be tested)

Knowledge: A thorough knowledge and understanding of project financial management, democracy and governance activities, and the political situation in Afghanistan is required. A thorough understanding of the structure of programming policies, regulations, procedures and documentation; and of the objectives, methodology combined with bilateral and multilateral assistance programs is strongly needed.

Skills and Abilities: Incumbent must have the ability to obtain, analyze, and evaluate data, then organize and present it in concise written and oral form. They must demonstrate an ability to independently plan, develop, manage, and evaluate important and complex programs and projects; and furnish financial information and advice in assigned areas with detachment and objectivity. The incumbent must have a demonstrated ability to work cooperatively and as a team. The candidate must have experience in working with wide and diversified groups of people. The employee will need to manage his/her workload on a daily basis. Incumbent must have advanced knowledge of Microsoft Office products including Excel, Word, and Project.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Development Assistance Specialist (Budget) (ODG 1739).**

ANY/ALL application submissions after the closing date of July 16, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link)

<http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND

3. A current resume or a curriculum vitae

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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